



Matrix-Ordering Reference Guide

Prior to placing your order through Matrix please note

You will need to offer three or more merchandise items to be eligible for the pack by team option. If you do not offer three or more merchandise items you can still use the pack by team feature however, it will cost \$2.50/per player.

Free pack by team is only available on your first order per season

Fulfillment and Shipping information

Shipping Options: NFL FLAG offers 2 FREE ground shipments per season. 2 day and 1 day shipping options available at additional cost.

Bulk Order of Jerseys and Additional Merchandise

Bulk Order Processing times: Ground Shipping: Refer to FedEx Ground Shipping Map for timeline. Please allow up to 48 business hours for Bulk order processing on ground orders during peak seasons.

Expedited Shipping Options: Cut off time for same day processing and shipping of all bulk orders is 10 am EST for all orders placed with FedEx Standard Overnight and FedEx 2Day options. FedEx Standard Overnight and FedEx 2Day refer to business days. Orders of \$5,000+ will require an additional 24-hour processing time and cannot be guaranteed to be processed and shipped on the same day. If a bulk order is needed for Friday delivery for games over the weekend, orders need to be placed before 10 am EST Thursday of that week with FedEx Standard Overnight selected.

Pack By Team Order Processing Times: All Pack by Team orders will require 3 business days of processing time. Same day processing of Pack by Team orders cannot be offered. Expedited shipping options can still be added to any order at an additional cost, but the 3 business day processing times still apply.

Jersey Lettering Processing Times: All orders that include jersey lettering will require 5-7 business days of processing time. Same day processing of orders with jersey lettering cannot be offered. Expedited shipping options can still be added to any order at an additional cost but 5-7 business day processing times still apply.

Once your order is received, we ask you to fully inventory your order once it arrives and before you distribute your equipment to your teams or players. If there are any issues with your order, contact the NFL FLAG Customer Service team to provide details of the issues by phone at 844-940-1005 or email at info@nflflag.com.



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Step 1:

After uploading your players into Matrix (View Set up and Team Builder resource guides for further information on uploading players into the Matrix). Review the Order summary section on the Team Builder overview page. Make sure all offered products have quantities, ensuring the information is uploaded to Matrix correctly.

Order Overview

Item	YXS	YS	YM	YL	YXL	AS	AM
Receiver Gloves							
Jersey		23	62	33	18		3
NFL FLAG Shorts		3	6	2		2	
NFL FLAG Sublimated Shorts		4	2	2		1	
NFL FLAG Sleeves							
NFL FLAG Socks		1					
Coaches Shirt							

Step 2:

Once teams are created you will need to assign team names. We recommend using Auto Assign when ordering jerseys through Matrix, this will automatically assign NFL teams based on our highest inventory quantities for the needs of the players on each team. It will not duplicate NFL teams within the same division, for this reason auto-assign is best used for divisions of 20 teams or less. This helps to reduce out-of-stock errors when placing your order. *To view a live look at inventory, select **Admin** then **Inventory** in Matrix.

To order jerseys Auto-Assign and/or the assigning of NFL Teams must be used. Select **Change Team Name** to assign an NFL team to each team or leave it as Auto Assign. Custom team names can also be used in conjunction with auto assign or a specific NFL Team name. If a custom team name is added the custom team's name AND assigned team name will show on rosters and schedules. Select **Change Team Name** and enter the team's name in the **Custom Team Name** box to add a unique name for each team.

Divisions > Manage > Change Team Name > Assign.

Change Team Name

Assign NFL Team

Auto-Assign

Custom Team Name (Optional, will use NFL Team if left blank)

Assign Close

Step 3: League Controls > Manage > Place Order

Matrix - Test Org

Demo League1 - Matrix Test 9

Change League

League Controls

Manage

Clean Schools

New Division

Scheduler

Schedule and scores

Place Order

Upload Players

Data Requirements

Sample Player File

Team Form/Accident Insurance File

Template Player File - Team Builder &

Template Player File - Participant Acc

Upload



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Step 4: Review NFL Teams

If a box is highlighted red that means your order for that team cannot be fulfilled. The reason that this would occur would be due to insufficient stock or an item in your order. To correct this, you can select a new NFL Team by clicking the drop-down arrow or select **Continue** and change the product size or remove the item from your order.

Review NFL Teams ×

Only Core Jerseys are available at this time.

Division	Team	NFL Team
10U	Cowboys	Cowboys
10U	Patriots	Chargers Unable to fulfill: Insufficient stock for CHARGERS Jersey - YM Insufficient stock for CHARGERS Jersey - YL
14/17	Panthers	Panthers

  Continue Close



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Step 5: Stock Issue Overview

Item	Qty In Order	Qty on Hand
NFL FLAG Jersey Chargers YL	1	0
NFL FLAG Jersey Chargers YM	3	0

Quantity on hand is the number of the item that is in stock. The Quantity in Order is the number of the item in your order. As you can see in this order there is 1 YL Chargers jersey and 0 on hand.

2nd/3rd grade - Chargers

Chargers

Player	Receiver Gloves	Jersey	Mouthguard
MORRISON OTTE	-	YL	Yes
ROCCO PELAEZ	M/L	YM	Yes
HENRY POEHLS	-	YM	-
ARIK PUKITIS	-	YM	-

Cancel Order

Next

To change the size of a product, select the drop-down arrow. Once the size has been updated to a size that is in stock, that player will be removed from this page. If you would rather change the NFL Team instead of updating the size errors, select the drop down next to the NFL Team. Once all sizes or NFL Team has been updated, select Next.



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Step 6: Item Summary

The screenshot shows the 'Item Summary' page. At the top right, a yellow callout box says 'Select the + sign to view your Item Summary' with an arrow pointing to a '+' icon. Below this, the 'Included Items' section shows three columns: 'Blue Footballs' with a value of 11, 'Brown Footballs' with a value of 12, and 'Mini Footballs' with a value of 0. Below that, the 'Extra Items' section has a dropdown menu for 'Item' and a 'Quantity' field with the value '1'. A yellow callout box with an arrow points to this section, stating 'These items are additional and are not the items purchased by your players during registration.' On the right side, another yellow callout box says 'Once your order has been reviewed click submit' with an arrow pointing to a 'Submit Order' button. At the bottom right, a yellow callout box explains 'Pack By Team' pricing: 'Pack By Team is free if you offered 3 or more merchandise items during registration. If you did not offer 3 or more items pack by team can be turned on and added to the order for \$2.50 per player.' A 'Pack By Team (FREE)' checkbox is visible with a checkmark, and a 'Submit Order' button is next to it.

To reset all size changes and any items that have been removed, go back into Team Builder, and select Rest All Manual Size Changes.

The screenshot shows a 'Remove' menu with three options: 'Delete Unassigned', 'Delete ALL Data', and 'Reset ALL Manual Size Changes'. A red arrow points to the 'Reset ALL Manual Size Changes' option.



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Step 7: Confirm shipping and payment information.

Enter Addresses Info

1.Addresses 2.Shipping 3.Summary 4.Payment

Billing Address

Address

Some Boulevard, 7

Street Address

Some Boulevard, 7

Some Apt. Suite etc.

City

Los Angeles

County, NOT Country

State

California

Zip Code

90003

Country

United States

Ship To Address

Address

1333 N Kingsbury St

Street Address

Phone *

(111)-111-1111

Commercial Residential



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✓ 1.Addresses → 2.Shipping → 3.Summary → 4.Payment

Choose Shipping Method

Your order will be shipped from the NFL FLAG fulfillment center in Bloomfield Hills, MI. Our team will work to fulfill these orders as quickly as possible in the order they are received.

Bulk Order Processing times:

Ground Shipping: Refer to [FedEx Ground Shipping Map](#) for timeline. Please allow up to 48 business hours for Bulk order processing on ground orders during peak seasons.

Expedited Shipping Options: Cut off time for same day processing and shipping of all bulk orders is 10 am EST for all orders placed with FedEx Standard Overnight and FedEx 2Day options. FedEx Standard Overnight and FedEx 2Day refer to business days. Orders of \$5,000+ will require an additional 24-hour processing time and cannot guaranteed to be processed and shipped same day.

If a bulk order is needed for Friday delivery for games over the weekend, orders need to be placed before 10 am EST Thursday of that week with FedEx Standard Overnight selected.

Pack By Team Order Processing Times: All Pack By Team orders will require 3 business day processing time. Same day processing of Pack By Team orders cannot be offered. Expedited shipping options can still be added to any order at an additional cost, but the 3 business day processing times still apply.

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FedEx Ground®
Cost: \$200 Free ⓘ

FedEx 2Day®
Cost: \$500

FedEx Standard Overnight®
Cost: \$1000


Expedited shipping WILL NOT expedite warehouse processing times, ONLY shipping times.

PROCEED WITH ORDER

Order Summary

✓ 1.Addresses ✓ 2.Shipping → 3.Summary → 4.Payment

Order Summary	
Jerseys Ordered	191 (Core: 191) <input type="checkbox"/> Add discount:
Jerseys Total:	\$191 <input type="button" value="ADD NOTE"/>
Paid Flag Belts Ordered:	0
Paid Footballs Ordered:	0
Shipping Cost:	Free
Total Amount:	\$191
Shipping info	
League Name	Demo League1
First Name	John
Last Name	Doe
Phone	(111)-111-1111
Email	john-owner@mail.com
Suite, Unit, Floor #	FL 4
City, State	CHICAGO, IL
Postal code	60642
Country	US
Shipping Method	FedEx Ground®
High Priority	No



\$ 0

Whether your order is packed by team or bulk you will see one of the icons in the red box above. By clicking the icons, you can download and save your order information. This information can also be accessed in your NFL FLAG account under orders.

GO TO PAYMENT



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Payment Info

✓ 1.Addresses ✓ 2.Shipping ✓ 3.Summary **4.Payment**

Amount to pay: \$191

Available account credit: \$10
 Pay using account credit amount: \$

Pay with card VISA MASTERCARD AMEX DISCOVER

Card Number
.....

Expiration Date (MM/YY) CVV (3 digits) Postal Code
MM/YY ...

SUBMIT PAYMENT

Step 8: Download Current Packing List

Team Builder > Download > Download Current Packing List

For the most accurate and up to date packing list, use the Download current packing list feature on your Matrix Team Builder home page.

League Controls

<p>Manage</p> <ul style="list-style-type: none">Clean SchoolsNew DivisionSchedulerSchedule and scoresPlace Order	<p>Coaches</p> <ul style="list-style-type: none">View Coaches	<p>Download</p> <ul style="list-style-type: none">Team DataTeam Data By DivisionContact InfoDownload Order DetailsDownload Current Packing ListDownload Sublimated OrderDownload Core OrderDownload Rosters
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Step 9: Download Modified Players

To download a list of all the players whose sizes were changed or removed, select Leagues, Season Details, Orders and Download Modified Players

